DRUG ACCOUNTABILITY/ INVENTORY INTERFACE (DA)

TECHNICAL MANUAL/ SECURITY GUIDE

Version 3.0
October 1997

(Revised June 2006)

Department of Veterans Affairs
VistA System Design & Development

Revision History

The table below lists changes made since the initial release of this manual. Each time this manual is updated, the Title Page lists the new revised date and this page describes the changes. Either update the existing manual with the Change Pages document, or replace it with the updated manual.

Note: The Change Pages document may include unedited pages needed for two-sided copying. Only edited pages display the patch number and revision date in the page footer.

Date	Revision Pages	Patch Number	Description
06/06	10-12, 19-20, 24	PSA*3*51	Added new routine PSAOUT, new option PSA OUTDATED MEDICATIONS and updated the security keys section. (H. Whitley, Project Manager; V. Howell, Technical Writer)
06/03	All	PSA*3*26	Updated manual to current Standards. Left Appendix C as is since it is a document in itself. Added new routines and deleted PROCOMM PLUS Prime Vendor information in Appendix B and throughout the manual.
02/02	iia-iib; v-(vi); 9-20; (25)-26b.	PSA*3*21	Add Revision History pages iia and iib; Update Table of Contents; Revise sections to add new routines related to setting up/editing a pharmacy location, selecting from multiple divisions, editing verified invoice data, and updating the Drug File, Revise sections to add a new File, DA Upload (#58.812), Revise sections to add new options to delete unprocessed invoices and edit verified invoices; Update Software Product Security section to reflect new file and to add information on mail groups. Unchanged pages included for two-sided copying as needed.
10/97			Original Released Technical Manual.

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4. **Routine List**

This section contains an alphabetized routine list and a description of each routine for DA Version 3.0.

Routine List and Routine Descriptions

Routine Names	Routine Descriptions
PSABRKU1	Upload and Process Prime Vendor Invoice Data
PSABRKU2	Automatic processing of invoices
PSABRKU3	Upload and Process Prime Vendor Invoice Data - CONT'D
PSABRKU4	Upload and Process Prime Vendor Invoice Data - CONT'D
PSABRKU5	Upload and Process Prime Vendor Invoice Data - CONT'D
PSABRKU6	Upload and Process Prime Vendor Invoice Data - CONT'D
PSABRKU8	Upload and Process Prime Vendor Invoice Data Utility
PSACON	Display Connected Drug and Procurement History
PSACON1	Display Connected Drug and Procurement History - CONT'D
PSACON2;	Display Connected Drug and Procurement History - CONT'D
PSACONW	Display Connected Drug and Procurement History - CONT'D
PSACOST	Invoice Cost Summary
PSACREDO	Outstanding Credits
PSACREDR	Credit Resolution
PSADA	Pharmacy Location Lookup Utility
PSADAI	Drug Balances by Location
PSADJ	Balance Adjustments
PSADJI	Balance Initialization
PSADJR	Balance Adjustments History
PSADRU	Drugs Not Found in Linked Inventory
PSADRUG	Add/edit Pharmacy Location drugs
PSADRUGP	Enter/Edit a Drug
PSAENT	Set Up/Edit a Pharmacy Location
PSAENTO	Set Up/Edit a Pharmacy Location - CONT'D
PSAENVIR	Environment Check
PSAGIP	DA receiving from GIP
PSAGIP1	DA receiving from GIP - CONT'D
PSAHIS	Drug Transaction History
PSAHIS1	Drug Transaction History - CONT'D
PSALEVEL	Enter/Edit Stock and Reorder Levels
PSALEVRP	Stock and Reorder Report
PSALFA	Automated DRUG/ITEM MASTER file Link by Federal Stock Number (FSN)
PSALFM	Controlled Connection by FSN Match
PSALFS	Report Potential FSN Matches

Routine Names	Routine Descriptions
PSALNA	Automated DRUG/ITEM MASTER file Link by NDC
PSALND	Report Potential NDC Matches
PSALNM	NDC Duplicates Report (ITEM MASTER file)
PSALOC	Set Up/Edit a Pharmacy Location
PSALOC1	Set Up/Edit a Pharmacy Location
PSALOC2	Set Up/Edit a Pharmacy Location
PSALOCO	Set Up/Edit a Pharmacy Location
PSALOG	Unposted Procurement History
PSALOG0	Unposted Procurement History - CONT'D
PSALOG1	Unposted Procurement History - CONT'D
PSALOG1H	Unposted Procurement History - CONT'D
PSALOG2	Post Drug Procurement History
PSALOG3	Post Drug Procurement History - CONT'D
PSALOGON	Logon Utility
PSAMON	Monthly Summary
PSAMON1	Monthly Summary - CONT'D
PSANAC	Populate Pharmacy Location with Inventory Items
PSANDC	NDC Duplicates Report
PSANDF	Process Uploaded Prime Vendor Invoice Data - CONT'D
PSANDF1	Process Uploaded Prime Vendor Invoice Data - CONT'D
PSAOP	Outpatient Dispensing (Single Drug)
PSAOP1	Outpatient Dispensing (Single Drug) & (All Drugs)
PSAOP2	Outpatient Dispensing (All Drugs)
PSAOP3	Nightly Background Job
PSAOP4	Outpatient Dispensing (Single Drug) & (All Drugs) - CONT'D
PSAORDP	Print Orders
PSAORDP1	Print Orders - CONT'D
PSAORDP2	Print Orders - CONT'D
PSAOUT	Outdated Medications
PSAPOST	Post Init
PSAPROC	Process Uploaded Prime Vendor Invoice Data
PSAPROC1	Process Uploaded Prime Vendor Invoice Data - CONT'D
PSAPROC2	Process Uploaded Prime Vendor Invoice Data - CONT'D
PSAPROC3	Process Uploaded Prime Vendor Invoice Data - CONT'D
PSAPROC4	Process Uploaded Prime Vendor Invoice Data - CONT'D
PSAPROC5	Process Uploaded Prime Vendor Invoice Data - CONT'D
PSAPROC6	Process Uploaded Prime Vendor Invoice Data - CONT'D
PSAPROC7	Process Uploaded Prime Vendor Invoice Data - CONT'D
PSAPROC8	Process Uploaded Prime Vendor Invoice Data - CONT'D
PSAPROC9	Process Uploaded Prime Vendor Invoice Data - CONT'D
PSAPSI	IV Dispensing (Single Drug)
PSAPSI1	IV Dispensing (Single Drug) & (All Drugs)
PSAPSI2	IV Dispensing (All Drugs)
PSAPSI3	Nightly Background Job

Routine Names	Routine Descriptions
PSAPSI4	IV Dispensing (Single Drug) & (All Drugs)
PSAPSI5	Nightly Background Job - CONT'D
PSAPUR	Nightly Background Job - CONT'D
PSAPV	Processor and Verifier
PSAREC	Receiving Directly into Drug Accountability
PSAREC1	Receiving Directly into Drug Accountability - CONT'D
PSAREORD	Nightly Background Job - CONT'D
PSAREPV	Invoice Review
PSAREV	Purchase Order Review
PSAREVC	Control Point Transaction Review
PSAREVD	Drug Receipt History Review
PSARIN	Loadable Inventory Items Report
PSARWS	Collect Ward Stock Data
PSASIG	Transfer Signature Sheet
PSATI	Single Drug Match
PSATRAN	Transfer Drugs between Pharmacies
PSATRAN1	Transfer Drugs between Pharmacies - CONT'D
PSAUDP	Nightly Background Job - CONT'D
PSAUNI	Unlinked Drugs in the ITEM MASTER file
PSAUNL	Connect Unlinked DRUG/ITEM MASTER file Entries
PSAUNM	Report of Unlinked DRUG/ITEM MASTER file Entries
PSAUP	Upload and Process Prime Vendor Invoice Data
PSAUP1	Upload and Process Prime Vendor Invoice Data - CONT'D
PSAUP2	Upload and Process Prime Vendor Invoice Data - CONT'D
PSAUP3	Upload and Process Prime Vendor Invoice Data - CONT'D
PSAUP4	Upload and Process Prime Vendor Invoice Data - CONT'D
PSAUP5	Upload and Process Prime Vendor Invoice Data - CONT'D
PSAUP6	Upload and Process Prime Vendor Invoice Data - CONT'D
PSAUTL	GIP Utility
PSAUTL1	Prime Vendor Invoice Data Utility
PSAUTL2	Upload and Process Prime Vendor Invoice Data Utility
PSAUTL3	Upload and Process Prime Vendor Invoice Data Utility – CONT'D
PSAUTL4	Verify Invoices Utility
PSAVER	Verify Invoices
PSAVER1	Verify Invoices - CONT'D
PSAVER2	Verify Invoices - CONT'D
PSAVER3	Verify Invoices - CONT'D
PSAVER4	Verify Invoices - CONT'D
PSAVER5	Verify Invoices - CONT'D
PSAVER6	Verify Invoices - CONT'D
PSAVER7	Verify Invoices - CONT'D
PSAVER8	Multiple Division Selection
PSAVERA	Change verified invoice data

Routine Names	Routine Descriptions
PSAVERA1	Edit previously verified invoices
PSAVERA2	Edit previously verified invoices #2
PSAVERA3	Record Transaction & Update DRUG file
PSAVIN	Report of Inventory items' link to DRUG file
PSAVIN1	Physical Inventory Balance Review
PSAVIN2	Compares Prices (DA/GIP)
PSAVINC	Update Prices
PSAWARD	Set Up/Edit a Pharmacy Location

OPTION	MENU TEXT
PSA GIP POPULATE	Populate Pharmacy Location with Inventory Items
PSA GIP REPORT	Loadable Inventory Items Report
PSA GUI UPLOAD	UPLOAD UTILITY
PSA INVOICE COST SUMMARY	Invoice Cost Summary
PSA INVOICE REVIEW	Invoice Review
PSA IV ALL DRUGS	IV Dispensing (All Drugs)
PSA IV ALL LOCATIONS	All Location Dispense/Purge
PSA IV SINGLE	IV Dispensing (Single Drug)
PSA LOCATION EDIT	Set Up/Edit a Pharmacy Location
PSA MONTHLY SUMMARY	Monthly Summary
PSA MSG RECIPIENTS	Setup Mail Message Recipients
PSA NDC AUTO LOOP	Automated DRUG/ITEM MASTER file Link by NDC
PSA NDC CONTROL LOOP	Controlled Connection by NDC Match
PSA NDC DUPLICATE REPORT	NDC Duplicates Report (ITEM MASTER file)
PSA NDC MENU	NDC Menu
PSA NDC REPORT	Report Potential NDC Matches
PSA OP ALL DRUGS	Outpatient Dispensing (All Drugs)
PSA OP SINGLE	Outpatient Dispensing (Single Drug)
PSA ORDERS ALERT	Prime Vendor Processing/Verifying Alerts at Signon
PSA ORDERS MENU	Orders Menu Locked by the PSA ORDERS key
PSA OUTDATED MEDICATIONS	Outdated Medications
PSA OUTSTANDING CREDITS	Outstanding Credits
PSA POSTED DRUG REPORT	Posted Drug Procurement History
PSA PRIME VENDOR INTERFACE	Prime Vendor Interface Menu
PSA PRINT ORDERS	Print Orders Locked by the PSA ORDERS key
PSA PROCESS PRIME VENDOR DATA	Process Uploaded Prime Vendor Invoice Data Locked by the PSA ORDERS key
PSA PROCESSOR AND VERIFIER	Processor and Verifier Locked by the PSA ORDERS key
PSA PURCHASE ORDER REVIEW	Purchase Order Review
PSA PV DRUG ENTER/EDIT	Enter/Edit a Drug
PSA PV LOCATION MENU	Pharmacy Location Maintenance Menu
PSA PV MAINTENANCE RPT MENU	Maintenance Reports Menu
PSA RECEIPT MENU	Receiving Menu
PSA RECEIPTS MENU	Receipts Menu
PSA RECEIVING	Receiving Directly into Drug Accountability
PSA SINGLE DRUG MATCH	Single Drug Match
PSA STOCK & REORDER LEVEL RPT	Stock and Reorder Level
PSA STOCK AND REORDER LEVELS	Enter/Edit Stock and Reorder Levels

OPTION	MENU TEXT
PSA TRANSFER DRUGS	Transfer Drugs Between Pharmacies Locked by the PSAMGR key
PSA TRANSFER SIGNATURE SHEET	Transfer Signature Sheet
PSA UNLINKED LOOP	Connect Unlinked DRUG/ITEM MASTER file Entries
PSA UNLINKED REPORT	Report of Unlinked DRUG/ITEM MASTER file Entries
PSA UNPOST PROCUREMENT HISTORY	Unposted Procurement History
PSA UPLOAD PRIME VENDOR DATA	Upload and Process Prime Vendor Invoice Data Locked by the PSA ORDERS key
PSA VERIFY INVOICES	Verify Invoices Locked by the PSA ORDERS key

10. Internal Relations

This package does not require a Standards and Conventions Committee (SACC) agreement.

11. Package-Wide Variables

This package does not contain any package-wide variables.

12. Software Product Security

12.1 Legal Requirements

This package does not impose any additional legal requirements on the user, nor does it relieve the user of any legal requirements.

12.2 Sign-On Event

Prime Vendor Processing/Verifying Alerts at Signon
[PSA ORDERS ALERT]

The *Prime Vendor Processing/Verifying Alerts at Signon* [PSA ORDERS ALERT] option checks to see if there are any invoices that need to be processed or verified by a user that holds the PSA ORDERS key. If so, a message is displayed when the user signs on the system stating the number of invoices the user needs to process and/or verify.

12.3 Electronic Signatures

Electronic signatures may be established in two ways. The IRM service can enter a code for the user. Alternately, the *Electronic Signature code Edit* [XUSESIG] option is provided by Kernel for the user to accomplish this task. In Kernel V. 8, the *Electronic Signature code Edit* [XUSESIG] option has been tied to the *User's Toolbox* [XUSERTOOLS] submenu, for easy access by all users.

12.4 Security Keys used in DA

The security keys listed below control the access necessary to operate the DA V. 3.0 software.

GIP Interface

The following keys should be assigned to the Chief of Pharmacy or a designee.

PSAMGR   This security key locks the *Balance Adjustments* [PSA BALANCE ADJUSTMENTS] option*,* and the *Transfer Drugs Between Pharmacies* [PSA TRANSFER DRUGS] option.

Prime Vendor Interface

The following keys should be assigned to the Chief of Pharmacy or a designee.

PSAMGR   This security key locks the *Balance Adjustments* [PSA BALANCE ADJUSTMENTS] option, *Credit Resolution* [PSA CREDIT RESOLUTION] option*, Delete Unprocessed Invoices* [PSA DELETE INVOICES] option, *Edit Verified Invoices* [PSA EDIT VERIFIED INVOICE] option, *Outdated Medications* [PSA OUTDATED MEDICATIONS] option, *Setup Mail Message Recipients* [PSA MSG RECIPIENTS] option, and the *Transfer Drugs Between Pharmacies* [PSA TRANSFER DRUGS] option.

PSA ORDERS   This security key locks the *Orders Menu* [PSA ORDERS MENU] option, *Credit Resolution* [PSA CREDIT RESOLUTION] option, *Print Orders* [PSA PRINT ORDERS] option, *Process Uploaded Prime Vendor Invoice Data* [PSA PROCESS PRIME VENDOR DATA] option, and *Verify Invoices* [PSA VERIFY INVOICES] option*.*

This key should be assigned to the Pharmacy purchasing agent.

PSA ORDERS   This security key locks the *Orders Menu* [PSA ORDERS MENU] option, *Credit Resolution* [PSA CREDIT RESOLUTION] option, *Print Orders* [PSA PRINT ORDERS] option, *Process Uploaded Prime Vendor Invoice Data* [PSA PROCESS PRIME VENDOR DATA] option, and *Verify Invoices* [PSA VERIFY INVOICES] option.